

Message Text

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62

ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 NSCE-00 /026 R

DRAFTED BY S/S-S:PREAMS:MS

APPROVED BY A/JMTHOMAS

S/S-S:REWOODS

S/S: FVORTIZ

S/S-EX:JMORAN

S: JCOVEY

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O 182348Z JUL 75

FM SECSTATE WASHDC

TO AMEMBASSY BONN IMMEDIATE

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EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.), PFOR

SUBJECT: PRESIDENT'S VISIT: SUPPORT FOR THE SECRETARY OF
STATE

EXDIS CAPTION MAY BE REMOVED UPON ANNOUNCEMENT OF VISIT
FOR HUNT FROM THOMAS

AFTER FURTHER DISCUSSION WITH S/S I HAVE AGREED TO FOLLOW-
ING SET OF BASIC REQUIREMENTS, WHICH I REQUEST YOU PASS ON
TO OUR ADVANCE PEOPLE. PLEASE LET ME KNOW IF DIFFICULTIES
ARISE SO THAT THEY CAN BE IRONED OUT HERE.

1. OFFICE ARRANGEMENTS:

A. COMBINED NSC/STATE OFFICE: A DOUBLE ROOM CONVERTED
TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF FOUR
OFFICERS AND THREE OR FOUR SECRETARIES, NEAR THE SECRE-
TARY'S ACCOMMODATION IF AT ALL POSSIBLE, BUT NOT IMMEDIA-
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TELY ADJACENT.

FOLLOWING REPRESENT OPTIMAL REQUIREMENTS:

- SIX DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND TYPEWRITER STANDS
- OFFICE SUPPLIES AND FORMS
- COPY MACHINE (IF POSSIBLE)

B. SUPPORT OFFICES FOR S/S AND SENIOR STATE STAFF:

BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE, BUT NOT ADJACENT TO SPECIAL ASSISTANTS' OFFICE AND ON SEPARATE FLOOR, IF POSSIBLE.

EXECUTIVE SECRETARIAT STAFF (S/S): TWO (2) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES. MINIMUM REQUIREMENTS;

- FOUR DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES, FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE SENIOR STATE DEPARTMENT STAFF. EQUIP WITH FOUR DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC. DUE TO EXPECTED SIZE STATE CONTINGENT IN HELSINKI, TWO DOUBLE ROOMS DESIRABLE IF COMPETING REQUIREMENTS PERMIT.

C. OFFICE MACHINES:

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC, BUT MINIMUM REQUIREMENT IS THAT TYPE MUST BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A LIMITED OFFICIAL USE

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BACKUP MACHINE PROVIDED.

2. GROUND TRANSPORTATION:

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

- ONE VEHICLE FOR THE SECRETARY'S IMMEDIATE STAFF.

--ONE VEHICLE FOR THE S/S TEAMS.
--VEHICLES FOR COURIERS (INSTRUCTIONS FOR COURIER
SERVICE COVERED SEPTTEL).

SHOULD TIGHT TRANSPORT SITUATION IN HELSINKI MAKE THIS
IMPOSSIBLE, PLEASE PROPOSE ALTERNATIVE ARRANGEMENTS,
KEEPING IN MIND THAT AN EFFICIENT COURIER SYSTEM IS
ESSENTIAL.

IN ADDITION TO ABOVE REQUIREMENTS, WOULD APPRECIATE YOUR
ASSURING THAT ALL S/S PERSONNEL ARE PROVIDED UPON ARRIVAL
WITH NECESSARY SECURITY PASSES FOR ACCESS TO THE SECRE-
TARY'S LIVING QUARTERS AND OFFICE SPACE AND TO THE AIR-
CRAFT RAMP DURING THE ARRIVAL CEREMONIES. NAMES OF S/S
TEAMS WILL BE PROVIDED SEPTTEL.

COURIERS SHOULD ALSO BE CLEARED FOR ACCESS TO THE SECRE-
TARY'S STAFF OFFICE AND PROVIDED NECESSARY PASSES.

ADDITIONAL S/S REQUIREMENTS BEING SENT SEPTTEL FOR EMBASSY
ACTION.

KISSINGER

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